

# MARYLAND BOARD OF OCCUPATIONAL THERAPY PRACTICE

## Occupational Therapist and Occupational Therapy Assistant License Renewal 2016

To expedite the processing of your Maryland occupational therapist (OT) or occupational therapy assistant (OTA) renewal, please use the Board's Online Renewal System and follow the instructions below. You are urged to renew a.s.a.p. The following deadlines apply:

- **May 2 through May 31**      **Timely Renewal**
- **June 1 through June 30**      **Grace Period**
- **June 16 through June 30**      **Late Fee of \$25 applied to the Renewal Fee**

**Please read through the entire instructions. Before you begin, you will need:**

1. A printer (to print a copy of your application and invoice or receipt).
2. Internet access.
3. To verify that your certification status is current with NBCOT (<https://my.nbcot.org/OnlineCredentialVerification/>), if you opt to waive your Maryland CCRs.
4. If your NBCOT certification is not current, you will need to attest to your 12 contact hours of CCRs.
5. Your Visa or MasterCard credit card. These are the only credit cards accepted. Debit and/or gift cards cannot be used.

**To renew online:**

1. Go to the Board's web site at <http://dhmh.maryland.gov/botp/>. Click "**Renew a License**" under Popular Links from the Home Page.
2. If you remember your username and password from last year, skip to step #4. If not, you are required to register the first time you log in. Press the **Register** button from the Login page. Enter your last name and the registration code. The code can be found on the mailing label on the renewal notice that was mailed to you in April. Press **search**.
3. The registration page will now display your demographic information. Page down to the bottom of the page and select a user id and password. Retype your password. If successful, please click **Login**.
4. From the User Login Screen:
  - a. Enter your username.
  - b. Tab and enter the password you selected. Click Login. (If you forget your username and password just click the register button again and follow steps 2 and 3 above.)

**You will be locked out after 3 unsuccessful attempts to login.** Please call the office at 410-402-8556 for assistance.

5. The Licensing Home Page will display. To renew a license, click on **Renew License** on the left-hand side of the page in the navigational menu. Your licensure information will be displayed on the next screen. Click **Continue** under the "Renewable License" section.
6. Next, renewal information regarding licensure fees and contact information will be shown. Page down to the end of the screen and select "**Click here to begin renewal process**".

7. The next screen allows you the opportunity to update your demographic information. Please be sure that all required fields are populated. **Please verify your email address.** You must supply an email address in order to use the online system. Don't forget to click the **"Update"** button at the bottom of the page.
8. The renewal questions screen is next. Please answer **all** the questions by choosing the respective answer from the drop-down menus. Choose Not Applicable whenever warranted. If you answer Yes to any of the "Character and Fitness" questions, you must enter an explanation on the "Remarks" page later in the renewal application.

Select a status of Active or Inactive. Inactive licensees who want to retain their inactive status or active licensees who wish to go inactive will select "Inactive". All other licensees will select "Active". Inactive licensees who wish to reactivate must contact the Board office at 410-402-8556 for an application and reactivation instructions.

After reading and agreeing with the Attestation section, click the **"Submit"** button at the end of the screen.

Note: You can verify your NBCOT certification status by visiting.  
<https://my.nbcot.org/OnlineCredentialVerification/>

9. On the next screen, answer the Health Occupations Article, Area of Practice/Specialty, and Survey sections. Please place an answer for each line with a drop-down menu with the words "Please Choose". Choose Not Applicable whenever warranted. **The system will not consider the page completed unless all questions are answered in the first two sections.** Click the **"Save Answers"** button and then the **"Agree"** button at the end of the screen to continue.
10. The remarks screen is next. If you answered Yes to any of the "Character and Fitness" questions earlier, you must enter an explanation. You must click the **"Save/Complete"** button to acknowledge completion of this screen.
11. The Application Summary page will follow. At this time, you have an opportunity to print a copy of the completed renewal form for your records. Click on the **"Printer"** button in your browser to print a copy of your application. After you have verified your information, you can click **"Pay Fees"** button.

If the Pay Fees button is not available, please make sure each of the pages is checked off on the navigational menu on the left hand side. The system will not allow you to pay fees until the first four pages are checked off in the navigation menu. If one of the pages is not checked, please click on the page in the menu to go back and complete that page.

12. Please complete the billing address information that correlates with the Visa or MasterCard you are using. As a reminder, the Board is phasing in the biennial renewal implementation over two years. Beginning in 2016, future expiration dates will be determined by the licensee's original year of licensure.
  - Licensees who were issued a license in an **even-numbered year** will have an even-numbered expiration date, and the renewal fee is **\$290** for occupational therapists, **\$200** for occupational therapy assistants and **\$50** for electively non-renewed licensees. For example, licensees issued a license in 1998 (or any even year) will be renewing for two years and will have an expiration date of June 30, 2018.

- Licensees who were issued a license in an **odd-numbered year** will have an odd-numbered expiration date, and the renewal fee is **\$145** for occupational therapists, **\$100** for occupational therapy assistants and **\$25** for electively non-renewed licensees. For example, a license issued in 1999 (or any odd year) will be renewing for one year in 2016 and will have an expiration date of June 30, 2017. They will be eligible for a two-year license in 2017 and odd years thereafter.

The original date of licensure can be found on the verification page. From the Board's website, you can also select "Verify a license" in the Quick Links listing on the left hand side of this page.

- Type in your last name only and click the "Search" button.
  - Your name, license number and status will display on the screen.
  - Click on your name and your licensure information page will populate. Your issue date will be displayed on the right hand side.
13. On the payment page, enter your name in the billing address section and again in the credit card information along with your credit card number and expiration date. Be sure to update the expiration date, as the system will default to 01/2016. **Press the Submit button once.** Multiple clicks on the Submit button may result in multiple charges to your credit card.
  14. You will receive a confirmation page that includes a receipt number. Print this confirmation page and retain for your records. The confirmation page will serve as your receipt. **Once you exit the system, you cannot print a receipt.** You will not receive a license document when you renew since the Board went green 3 years ago. Licensees can check the Board's 24/7 online verification page (<https://maryland.mylicense.com/mdbotverif/>) to confirm the completion of their renewal application and their updated expiration date. In addition, the Board will be sending a confirmation email once the renewal has been completed in our system. Please allow 72 hours for processing. If you do not receive an email within that timeframe, please call Marilyn Pinkney at 410-402-8556.

## IMPORTANT NOTICE:

1. You may only renew online between May 2nd and June 30th. **Please note if the Board receives an online renewal application or payment by check between June 16th and June 30th, a late fee in addition to the renewal fee is due. Renewals received after June 15<sup>th</sup> will not be processed until the late fee is received. See #2 for details.**
2. If the Board receives a renewal application or payment by check between June 16th and June 30th, a late fee of \$25 is due, in addition to the renewal fee. If an OT or OTA does not renew by June 30th, the license status is considered expired. A licensee practicing without an active license is subject to a Cease and Desist Order and disciplinary action. **In addition, OTs and OTAs who have not completed the entire application process by June 30th may not renew,** but are instead required to pay a license reinstatement fee and complete the license reinstatement process.
3. **If you are unable to complete your application online for any reason,** please contact our web site at <http://dhmh.maryland.gov/botp/SitePages/forms.aspx> to download a hard copy of the license renewal form for the 2016 cycle. Your completed application must be postmarked before the June 30, 2016 deadline.

## CONTACT INFORMATION: Maryland State Board of Occupational Therapy Practice

Renewal Questions	Marilyn Pinkney	410-402-8556	<a href="mailto:marilyn.pinkney@maryland.gov">marilyn.pinkney@maryland.gov</a>
CCR Questions	Denise Goetz	410-402-8554	<a href="mailto:denise.goetz@maryland.gov">denise.goetz@maryland.gov</a>
Computer Help Desk	Jo-Ann Lane	410-402-8552	<a href="mailto:jo-ann.lane@maryland.gov">jo-ann.lane@maryland.gov</a>